

Office Memorandum

Approved For Release 2004/05/05 : CIA-RDP60-00594A000400030078-2

~~SECRET~~

UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 5 February 1958

FROM : OTR Orientation Officer

SUBJECT: Weekly Activities Report #5
29 January to 4 February 1958

DEPENDENTS BRIEFING

[Redacted]

25X

CIA INTRODUCTION

On 3 February this program was conducted for 27 persons.

MISCELLANEOUS

1. The scheduling of some 20 Agency speakers for participation in the next Strategic Intelligence School Course has been completed, and a memo signed by the DTR has been sent to SIS.

2. General John Cassidy, Staff Director of the President's Board of Consultants on Foreign Intelligence Activities, has indicated to the Commandant of SIS that he would like to attend three of the lectures given during the 12-week course. One of the lectures will be the OTR Orientation Officer's presentation entitled "The Intelligence Community and the NSC Today." The presentation covers not only the NSC and the IAC but also the mission and functions of CIA except National Intelligence Surveys, National Intelligence Estimates, and Central Reference Facilities. These are covered in separate presentations by Agency representatives from OBI, ONE, and OOR.

3. [Redacted] Chief/Official Cover, Central Cover Branch, paid a visit at the request of his Chief, [Redacted] to discuss the extent and quality of cover coverage in the Dependents Briefing.

25X

[Redacted]

25X

~~SECRET~~

CONFIDENTIAL

Approved For Release 2004/05/05 : CIA-RDP60-00594A000400030078-2

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 3 February 1958

FROM : Chief, Clerical Training

SUBJECT: Report Number 5, Week of 28 January - 3 February 1958.

1. Numbers in Clerical Induction Training. During the week of 28 January there were 17 people in Clerical Induction Training. Of these 2 were entering for the first time.

2. Numbers in Clerical Orientation Training. The Clerical Orientation program was not held the week of 28 January. The Office of Personnel indicated that there were not enough trainees ready for assignment to warrant holding the Orientation classes.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 28 January were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	7	3
Typing	9	6

4. Clerical Training Instructors attend Inservice Courses.
[redacted] completed the Writing Workshop course. On 27 January [redacted] began the Instructional Techniques course.

5. Clerical Training Instructors Participate in Tours. The Chief of Intelligence Orientation, Intelligence School, arranged a series of conducted tours within the Agency during the week of 27 January. The following were attended by members of Clerical Training:

CONFIDENTIAL

25X1

Approved For Release 2004/05/05 : CIA-RDP60-00594A000400030078-2

Approved For Release 2004/05/05 : CIA-RDP60-00594A000400030078-2